Scan2Contacts

User Guide

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APPENDIX

Warranty I
Notice to user II
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Version 3.2.2, 2011

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1. INTRODUCTION

Overview

Scan2Contacts is an add-on application for Microsoft Outlook contacts management software. It reads business cards, and automatically inputs both their textual data and image to a new contact record in Outlook.
Within seconds of placing a card into the scanner, ***Scan2Contacts*** pulls the information off the card using OCR – Optical Character Recognition technology, and automatically populates the text fields of a new Outlook contact record (name, title, phone number, etc.), while also capturing an image file of the card.
Scan2contacts works directly from within Outlook making it the only business card scanning package that does not require cards to be scanned into a 3rd party application before the information can be imported into Outlook.

Features

- Fully integrated into Microsoft Outlook
- Scan business cards directly and automatically into Microsoft Outlook
- Capture both data and image
- Just a few seconds per scan
- Auto detect function - just place the card in the scanner

Scanner Specifications

- Powered by the computer USB – No external power source is needed
- Small footprint
- Fully mobile

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2. GETTING STARTED

Before Using the Scanner

The scanner has been carefully packaged to avoid damage during transportation. Before operating the scanner, please remove the packaging materials. After removing the packaging materials, you will find the following:

- ScanShell scanner
- Cardboard cutout for installation
- USB interface cable
- Calibration paper
- Cleaning paper

Minimum System Requirements

The minimum system requirements are:

- Pentium IV with 512MB
- USB port
- Microsoft Outlook 2000 or higher installed

Connecting the Scanner

The scanner is connected to the computer via the USB port. To connect the scanner, do the following:

- Place the scanner on a flat, firm, solid surface with easy access.
- Plug the USB interface cable into the USB port of the computer

Installation

To install the software on the computer, do the following:

1. Close all programs.
2. Go to http://autorun.card-reader.com and choose “click here to download Scan2Contacts”.
3. The download will begin automatically.
4. If the install program does not automatically start select “click here if the download did not start”
5. Wait until the install program begins and follow the instructions on the screen.
6. Select the scanner model which you are using during the setup and plug the scanner in.

You will be presented with a standard Windows message. Note: Scanner model may vary.

Hardware Installation
The software you are installing for this hardware:
CSSN-SCANSHELL 800
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

7. Click “Continue Anyway” The installation of Scanshell scanner drivers is safe for your computer and will not affect your system.

8. Click “Finish” to complete the installation.

The software starts automatically when starting Outlook.

Uninstall

To uninstall the software, open the *Add-Remove Programs* control panel. Select *Scan2Contacts* and click on *Add/Remove.* Follow the uninstall instructions until the operation is completed.3. USING SCAN2CRM

Scan2Contacts Window

The *Scan2Contacts* window is opened by pressing the toolbar's *Scan2Contacts* button.

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3. USING SCAN2CONTACTS

Scan2Contacts adds a small toolbar to Outlook, which is loaded at Outlook's startup.

***Scan2Contacts* Toolbar in outlook**

Button	Name	Description
	Scan2Contacts	Opens a *Scan2Contacts* window with version information, setup, and scanner maintenance options.
	State	The *State* buttons indicate the current state of the application. = Enabled, scanner is connected.
		= Disabled, scanner is disconnected.
		= Scanner is not attached or scanner drivers need to be reinstalled.
		Manual/User Guide

Note: If Scan2Contacts is enabled, the application will detect the scanner status (connected/disconnected) automatically, and switch the icon color accordingly. If the application is disabled, no detection of scanner status is performed.

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Application State

When the application loads, its state is set to *Enabled* by default.

Setting the application state

- Press on the state button to toggle between the enabled and disabled state.

- If the application is enabled (green button), pressing on the state button will disable the application and the button will become gray.

- If an error occurred while the application was loaded, the state will be set to Disabled. You can try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again.

Scan2Contacts Window

The *Scan2Contacts* window is opened by pressing the toolbar's *Scan2Contacts* button.

1. About tab

Displays version information**.**

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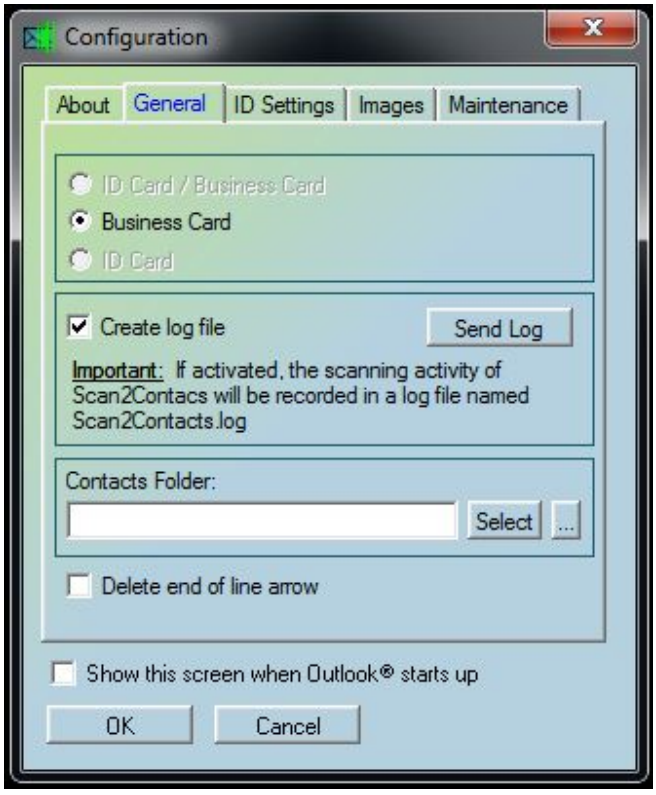
Show when outlook starts up

If this box is checked, the Scan2Contacts window will be opened each time Outlook starts up
The *Scan2Contacts* window has four tabs:

2. General tab

Allows selection of Business card scanning, and only Business card



Create log file

If this box is checked, the scanning activity will be logged to a file named Active.log. In case of problems, clicking on the button next to the checkbox will mail this log file automatically to CSSN support.

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Contacts Folder

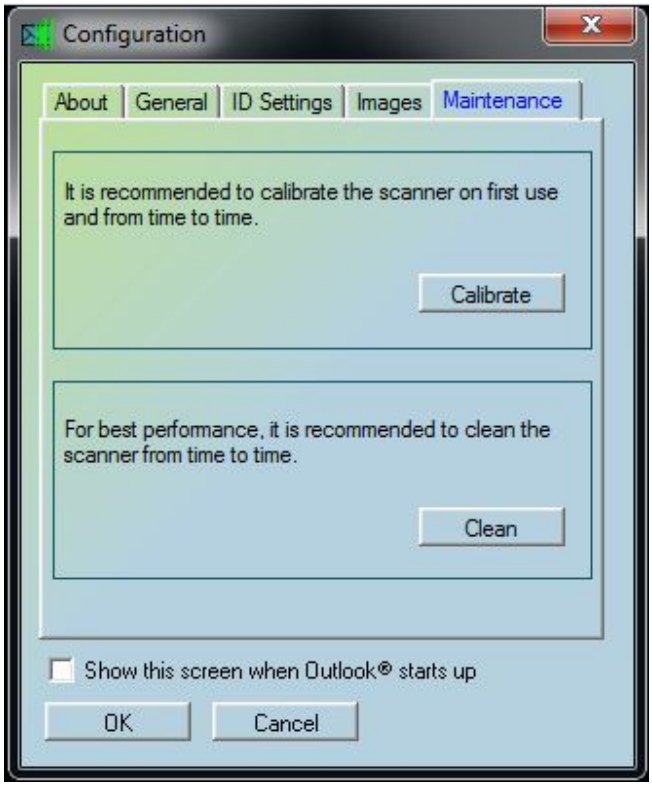
Click on the button to the right to select the folder in which scanned contacts are stored

3. ID Settings tab

This tab allows setting up the properties.

4. Maintenance tab

This tab is used for calibrating and cleaning the scanner



Scanner calibration

Scanner calibration resets the scanner color sensor and generates higher accuracy in the OCR detection process. When you use the scanner for the first time, you will be prompted to calibrate the scanner.
Calibrating the scanner is also a good idea if you notice deterioration in scanning and OCR quality.

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Calibrating the scanner

- Open outlook.
- Open the Scan2Contacts window.
- Click the *'Calibrate Scanner'* button.
- Insert the calibration paper that came with the scanner with the black and white stripe facing down.
- Click *OK*.

***Note**: The scanner **must** be calibrated before the first use and from time to time.*

Cleaning the scanner

It is recommended to clean the scanner from time to time, especially if you notice irregularities and deterioration in scanning and OCR quality.

- Open outlook
- Open the Scan2Contacts window Click the *'Clean Scanner'* button.
- Insert the cleaning paper that came with the scanner. You can add a few drops of alcohol or cleaning solution to the cleaning paper.
- Click *OK*.

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4. APPENDIX A: TROUBLESHOOTING

Problem:	Solution:
When I try to enable Scan2 Contacts I get an error message, which says that another CSSN application is open.	Scan2Contacts cannot work while another CSSN application is running. To activate Scan2Contacts, close the other application and press the other application and press on the state button in the toolbar.
I opened outlook and got a Scan2Contacts is disabled error message.	Scan2Contacts failed to load scanner drivers. Check if the scanner is connected properly, and press on the state button (envelope in the middle) on the toolbar. If Scan2Contacts is not enabled, contact the support team.
The application state is set to Disabled on startup.	Try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again.
There are irregularities or deterioration in scanning and OCR quality.	Clean and calibrate the scanner, see page 10.
Any other problem or question.	Contact our technical support at http://www.card-reader.com/support_ticket.htm 213.867.2630.